

**CIPFA IN THE MIDLANDS**  
**ACTION NOTES FROM MEETING HELD ON 27<sup>th</sup> FEBRUARY 2007**  
**AT DELOITTE AND TOUCHE, BIRMINGHAM**

**PRESENT:**

Mark Lawrie  
 Lesley Piper  
 Lisa Commene  
 Brian Berry  
 Andy Morley  
 Barry Mather  
 Alison Jarrett  
 Niel Britain

**APOLOGIES:**

Paul Welton  
 Paul Hector  
 Chris Gill  
 Carole Evans  
 John Haste  
 Sue Smith  
 Emma Howard – Michael Page  
 Georgina – Michael Page

Steve Wellings  
 Colin Sharpe  
 Rachel Edden  
 Adrian Pulham  
 Ian Carruthers

Brian Roberts  
 Mike Burns  
 Paul Simpson  
 Nick Harvey

	Agenda item:	Discussion/agreed action:	By whom:	By when:
1	Michael Page	<p>Emma and Georgina from Michael Page were welcomed to the meeting. They outlined how the relationship with CIM could operate and addressed members' concerns about confidentiality. They left the meeting.</p> <p>Barry confirmed that CIPFA NE were pleased with their local arrangement with Michael Page and that Robert Street had no difficulty with the relationship.</p> <p>It was agreed that 1 year's trial would be undertaken and that Sue Smith, Carole Evans and Mark Lawrie would write the letter setting out the "rules of engagement". Each event organiser could decide whether to use the Michael Page mail-out service, database and desk top publishing service. The exceptions being the Annual Seminar and CATS' events when the services would always be used including the creditor facilities.</p>	SS/CE/ML	ASAP

2	Minutes of last meeting	Agreed.		
3	Matters arising: - CATS  • Review of constitution  • Student Society constitution  • Hedley Marshall plaque  • Board for the Region – support proposal	Sue Smth and Mark Lawrie would attend the next meeting on 29 <sup>th</sup> March in Coventry  Brian Berry agreed to circulate the draft  Lesley Piper is to speak with Simon Bentley to ensure that this is taken into account with the CIM review of constitution.  Brian Berry gave the suggested words so that quotations could be sought.  Mike Owen had been unable to attend this meeting. It was agreed that Chris Gill, Andy Morley, Carole Evans and John Haste would meet with him early in March. Mark Lawrie is to respond to Alex Cenic by 31 <sup>st</sup> March so that it can be included in her paper to the April Board for the Regions. It was noted that this topic will now be discussed at the September Council meeting at the Conference for the Regions, possibly with the involvement of Regions.	SS/ML  BB  LP/SB  LP  CG/AM/CE/JH  ML	29 <sup>th</sup> March 2007  ASAP  ASAP  ASAP  Early March  31 <sup>st</sup> March 2007
4	Development Plan for 2006	This will included as the Annual Report in the AGM papers. Noted that this had to be submitted to Robert Street by April.  It would need to include an action plan from the Chief Officer survey undertaken by Steve Welling.	ML/SS  SW	18 <sup>th</sup> April 2007  8 <sup>th</sup> April 2007
5	Development Plan 2007	This would be considered at the next meeting where the responsible member would be asked to speak to their actions.	SS  All	18 <sup>th</sup> April 2007  18 <sup>th</sup> April 2007



	<ul style="list-style-type: none"> <li>6<sup>th</sup> form management game</li> </ul>	Report noted and budget agreed.		
7	<p>Communications</p> <ul style="list-style-type: none"> <li>Website</li> </ul>	<p>Agreed that Colin Sharpe needs assistance. All Council members are to look at website and relay to Colin what needs updating.</p> <p>Andy Morley agreed to talk to Colin to ascertain what assistance is required.</p>	<p>All</p> <p>AM</p>	<p>ASAP</p> <p>ASAP</p>
8	CPD	<p>Statistics noted.</p> <p>Agreed that Barry Mather would email a list of non-participants to Sue Smith.</p> <p>Agreed that Sue Smith would respond to Eileen Cummins' email of 9<sup>th</sup> February.</p>	<p>BM</p> <p>SS</p>	<p>ASAP</p> <p>ASAP</p>
9	President's report	No report.		
10	Treasurer's report	<p>A draft of the accounts was with the auditors. Noted that a surplus of £11.6k was the unaudited outturn position.</p> <p>A break-even position was agreed for 2007 budget and would be presented to the AGM.</p>	<p>AM</p>	<p>18<sup>th</sup> April 2007</p>
11	Regional Representative's report	No report..		
12	<p>Any other business</p> <ul style="list-style-type: none"> <li>Council members due for re-election</li> </ul>	Noted that Lisa Commane, John Haste, Colin Sharpe and Paul Hector intended to stand for re-election. Sean Pearce was to be nominated as a replacement for Paul		

	<ul style="list-style-type: none"> <li>• KPMG collaboration with CIPFA Regions</li> <li>• CIM event sponsorship</li> <li>• IPF – offer of providing training courses via CIM</li> <li>• CIM volunteer spreadsheet</li> <li>• Invitation to Adrian Pulham – E&amp;T Director</li> <li>• Annual Conference delegates</li> <li>• Conference for the Regions delegates</li> <li>• Paul Welton's resignation</li> </ul>	<p>Welton who was resigning as he is moving to Kenya to work. This would leave 1 vacancy.</p> <p>Noted.</p> <p>Sheila Fenton's email introducing Jim Moran was discussed. Agreed that Paul Hector and Sue Smith would meet with him.</p> <p>Ian Fifield's email of 5<sup>th</sup> February was noted.</p> <p>Noted</p> <p>Agreed that he was to be invited to the July CIM meeting.</p> <p>Agreed as Lisa Commane, Alison Jarrett, Melanie Brittain, Lesley Piper, Paul Hector and Brian Berry. With reserves of Chris Gill and Andy Morley.</p> <p>Six places are to be booked and the delegates would be agreed at the next meeting.</p> <p>Paul was thanked for his contribution to CIM and everyone conveyed their best wishes to him in his move to Kenya to work.</p>	<p>SS/PH</p> <p>SS</p> <p>SS</p>	<p>ASAP</p> <p>July meeting</p> <p>18<sup>th</sup> April 2007</p>
13	Dates of the next meetings	<p>18<sup>th</sup> April 2007 in Walsall.</p> <p>Carole Evans will suggest the dates for future meetings. Volunteers for venues will then be sought.</p>	<p>All</p> <p>CE</p>	<p>18<sup>th</sup> April 2007</p>